



**CYFARFOD BWRDD PRIFYSGOL IECHYD  
STRATEGIC DEVELOPMENT AND OPERATIONAL DELIVERY COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	27 February 2025
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Monitoring of Welsh Health Circulars (WHCs)
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Dr Ardiana Gjini, Director of Public Health
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Rachel Williams, Head of Assurance and Risk

<b>Pwrpas yr Adroddiad (dewiswch fel yn addas) Purpose of the Report (select as appropriate)</b>
Er Sicrwydd/For Assurance

**ADRODDIAD SCAA  
SBAR REPORT**

<p><b><u>Sefyllfa / Situation</u></b></p> <p>This report to the Strategic Development and Operational Delivery Committee (SDODC) includes updates on progress in relation to the implementation of Welsh Health Circulars (WHCs), which come under the remit of SDODC and its Sub-Committee structure. The Committee is requested to receive assurance from the Lead Executive / Director or Supporting Officer on the management of WHCs within their area of responsibility, particularly in respect of understanding when the WHC will be delivered, any barriers to delivery, impacts of non/late delivery and assurance that the risks associated with these are being managed effectively.</p>
<p><b><u>Cefndir / Background</u></b></p> <p>WHCs provide a streamlined, transparent and traceable method of communication between NHS Wales and NHS organisations relating to different areas such as estates, finance, governance, health professional letters, information governance, quality and safety, legislation, planning, performance and delivery, policy, public health, research, science, and workforce. WHCs are published on the <a href="#">Welsh Government website</a>.</p> <p>The Board has requested that WHCs that have not been implemented by the stated timescales should be closely monitored by its Committee structure, to provide assurance on the compliance and delivery of the outstanding WHC, in addition to an understanding of the impacts resulting from late/non-delivery.</p>
<p><b><u>Asesiad / Assessment</u></b></p> <p>Where WHCs are not clear in terms of implementation timescales, leads are requested to provide the planned date for implementation by the Health Board. The following RAG status is applied to WHCs, and monitored via the Audit Management and Tracking (AMaT) system:</p> <ul style="list-style-type: none"> <li>• <b>Red</b> = behind schedule to the timescale provided by the Lead officer, or a plan (with date for implementation) is not yet in place</li> <li>• <b>Amber</b> = a plan is in place and on schedule to be completed by the timescale provided by the Lead Officer</li> </ul>

- **Green** = completed
- **Blue** = External i.e., the means to achieve compliance is currently outside the gift of the Health Board

An update from each Supporting Officer, in respect of the WHCs that fall under the remit of SDODC, is attached at Appendix 1.

The following WHCs have been received and confirmed as having a plan in place and being on schedule to be completed by the timescale provided (**Amber** RAG status):

WHC Ref	Name of WHC	Date Issued	Lead Executive /Director	Progress Update	Health Board Completion Date
043-24	<a href="#">Pertussis Vaccine Offer for Healthcare Workers</a>	14/11/24	Director of Public Health	Occupational Health will lead the delivery of this WHC, with oversight monitoring undertaken through the Immunisation Oversight Group, and Health Protection Co-ordination and Oversight Group.	Mar-25
046-24	<a href="#">Influenza (flu) Vaccination Programme deployment 'mop up' 2024- 2025</a>	04/12/24	Director of Public Health	Plans are in progress to facilitate influenza (flu) vaccination mop ups with Primary Care services. Planned delivery is in progress. Awaiting final plan from Head of Nursing Public Health.	Feb-25
047-24	<a href="#">COVID-19 spring vaccination programme 2025</a>	18/12/24	Director of Public Health	Planning cycle has been well developed and is underway, with commissioning arrangements being finalised with Primary Care. Final plan to be ratified by mid-February 2025.	Mar-25

WHCs which have been completed (**Green** RAG status):

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director	Progress Update
032-24	<a href="#">Introduction of new NHS Wales vaccination programmes against respiratory</a>	24/06/24	Director of Public Health	The WHC has been confirmed as implemented by the Interim Assistant Director of Public Health and shared appropriately across the Health Board.

	<a href="#">syncytial virus (RSV)</a>			
037-24	<a href="#">Winter Respiratory Framework 2024 to 2025</a>	29/04/24	Director of Public Health	The WHC has been confirmed as implemented by the Interim Assistant Director of Public Health and shared appropriately across the Health Board.

A review of governance arrangements has been undertaken to improve the alignment of the Health Board's Committees to the six domains of targeted intervention as outlined by Welsh Government to strengthen the Health Board's focus on digital, finance, performance and strategic planning. The Board agreed the revision of governance arrangements at its meeting on 30 January 2025. With the disestablishment of SDODC from 31 March 2025, and the establishment of a new Digital, Data and Innovation Committee, Strategy and Planning Committee and Finance and Performance Committee, WHCs within this report will be re-aligned to the new Committees, as appropriate.

### Argymhelliad / Recommendation

The Committee is requested to:

- **NOTE** the re-alignment of WHCs currently reportable to SDODC in line with revised governance arrangements as approved by Board at its meeting on 30 January 2025; and
- **RECEIVE ASSURANCE**, or otherwise, from the Lead Executive / Director or Supporting Officer on the management of WHCs within their area of responsibility, particularly in respect of understanding when the WHC will be delivered, any barriers to delivery, impacts of non/late delivery and assurance that the risks associated with these are being managed effectively.

<b>Amcanion: (rhaid cwblhau)</b>	
<b>Objectives: (must be completed)</b>	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable.
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply

Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	10. Not Applicable
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<b>Gwybodaeth Ychwanegol: Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Underpinning WHC actions on the WHC Tracker from across HDdUHB's services reviewed by the lead Executive/Director or Supporting Officer.
Rhestr Termiau: Glossary of Terms:	Not Applicable
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Relevant Lead Executives/Lead Directors or Supporting Officers.

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
<b>Gweithlu: Workforce:</b>	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
<b>Risg: Risk:</b>	No direct impacts from report however organisations are expected to have effective audit and assurance mechanisms in place, along with risk management systems in place for any associated risks.
<b>Cyfreithiol: Legal:</b>	No direct impacts from report.
<b>Enw Da: Reputational:</b>	Poor management of WHCs can lead to loss of stakeholder confidence. Organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
<b>Gyfrinachedd: Privacy:</b>	No direct impacts from report.
<b>Cydraddoldeb: Equality:</b>	No direct impacts from report however each action is outlined in description of overarching actions required.



WHC No	Name of WHC	Link to WHC	Date Issued	Status	Category	Overarching Actions Required	Lead Director	Lead Officer	Date of Expiry / Review	Action required from	Action required by	Status RAG: R - behind schedule/ A - on schedule/ G - Completed	Formal Update	Lead Service / Directorate	UHB implementation date
032-24	Introduction of new NHS Wales vaccination programmes against respiratory syncytial virus (RSV)	<a href="https://www.gov.wales/introduction-rsv-vaccination-programme-2024-whc2024032">https://www.gov.wales/introduction-rsv-vaccination-programme-2024-whc2024032</a>	24/06/2024	Action	Public Health	This WHC is aimed at health professionals who are responsible for commissioning and delivering the RSV vaccination programme in Wales	Director of Public Health	Glenna Jones	N/A	Chief Executives, Health Boards/Trusts Immunisation Leads, Health Boards/Trusts Immunisation Coordinators, Health Boards Vaccination Operational Leads, Health Boards/Trusts COVID-19 Vaccination Leads, Health Boards/Trusts Medical Directors, Health Boards/Trusts Directors of Primary Care, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts Chief Pharmacists, Health Boards/Trusts Directors of Public Health, Health Boards/Trusts Executive Director of Public Health, Public Health Wales Head Vaccine Preventable Disease Programme, Public Health Wales Director of Planning, Vaccination Programme Wales, NHS Executive Community Pharmacy Wales General Practitioner Committee, Wales General practitioners Community pharmacists	N/A	Green	WHC has been shared with all key team members and planning commenced for both programmes. The Health Board implementation date has been agreed for 1st September 2024 although delivery will continue thereafter.	Public Health	Sep-24
037-24	Winter Respiratory Framework 2024 to 2025	<a href="https://www.gov.wales/winter-respiratory-framework-2024-2025-whc2024037">https://www.gov.wales/winter-respiratory-framework-2024-2025-whc2024037</a>	24/09/2024	Action	Health Protection Strategy and Response	The purpose of this framework is to: • Set out the public health context as we move into autumn and winter. • Highlight priority areas of focus to help mitigate the acute system pressures from respiratory viruses that can be exacerbated during the winter months. • Set out clear expectations of the health and social care system in responding to respiratory viruses. • Summarise modelling for respiratory viruses this winter	Director of Public Health	Bethan Lewis	Sep-25	All Health Boards and Trusts	Immediate	Green	Confirmation received from Interim Assistant Director of Public Health that WHC has been implemented.	Public Health	Sep-24
043-24	Pertussis Vaccine Offer for Healthcare Workers	<a href="https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043">https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043</a>	14/11/2024	Compliance/Action	Public Health	This WHC is to provide clarity on the occupational offer of pertussis vaccine to NHS Wales Healthcare workers (HCWs).	Director of Public Health	Karen Ryan	NA	Chief Executives, Health Boards/Trusts Immunisation Leads, Health Boards/Trusts Immunisation Coordinators, Health Boards Vaccination Operational Leads, Health Boards/Trusts Medical Directors, Health Boards/Trusts Directors of Primary Care, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts	NA	Amber	New WHC received, outlining Pertussis Immunisation Programme for healthcare workers.  Occupational Health will lead delivery, with oversight monitoring through the Immunisation Oversight Group and the Health Protection Co-ordination and Oversight Group.	Public Health	Mar-25

046-24	Influenza (flu) Vaccination Programme deployment 'mop up' 2024- 2025	<a href="https://www.gov.wales/change-influenza-vaccination-programme-2024-2025-whc2024046">https://www.gov.wales/change-influenza-vaccination-programme-2024-2025-whc2024046</a>	04/12/2024	Action	Public Health	WG are asking health boards to support Primary Care services with targeted flu 'mop up' work. The intention is to maximise uptake in all adult groups, particularly those in a clinical risk group.	Director of Public Health	Glenna Jones	NA	Chief Executives, Health Boards/Trusts Immunisation Leads, Health Boards/Trusts Immunisation Coordinators, Health Boards Flu Leads, Trusts Medical Directors, Health Boards/Trusts Directors of Primary Care, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts Executive Directors Therapies and Health Science Chief Pharmacists, Health Boards/Trusts Directors of Public Health, Health Boards/Trusts Executive Director of Public Health, Public Health Wales Head Vaccine Preventable Disease Programme, Public Health Wales Director of Vaccination Delivery, NHS Wales Executive General Practitioner Council, Wales General Practitioners Vaccination Programme Wales, NHS Wales Executive Community Pharmacy Wales Community Pharmacists	NA	Amber	New WHC received and Lead identified. Plans are in progress to facilitate influenza (flu) vaccination mop ups with Primary Care services. Awaiting final plan.	Public Health	Feb-25
047-24	COVID-19 spring vaccination programme 2025	<a href="https://www.gov.wales/covid-19-spring-vaccination-programme-2025-whc2024047">https://www.gov.wales/covid-19-spring-vaccination-programme-2025-whc2024047</a>	18/12/2024	Action	Public Health	The Welsh Government has accepted the latest advice from the Joint Committee on Vaccination and Immunisation (JCVI), which has advised a spring COVID-19 vaccination should be offered to our most vulnerable citizens in 2025.  This letter is aimed at health professionals who are responsible for commissioning and delivering the COVID-19 vaccination programme in Wales. We encourage you to share this guidance with all those involved in delivering the programme in your area.	Director of Public Health	Bethan Lewis	N/A	Chief Executives, Health Boards/Trusts Immunisation Leads, Health Boards/Trusts Immunisation Coordinators, Health Boards Vaccination Operational Leads, Health Boards/Trusts COVID-19 Vaccination Leads, Health Boards/Trusts Medical Directors, Health Boards/Trusts Directors of Primary Care, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts Chief Pharmacists, Health Boards/Trusts Directors of Public Health, Health Boards/Trusts Executive Director of Public Health, Public Health Wales Head Vaccine Preventable Disease Programme, Public Health Wales Director of Vaccination Delivery, Vaccination Programme Wales, NHS Executive Community Pharmacy Wales General Practitioner Council, Wales General practitioners Community pharmacists	31/03/2025	Amber	Planning is underway. Finalising commissioning arrangements with Primary Care.	Public Health	31/03/2025